

**ORDINANCE NO. 2016-36**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED TRAVEL POLICY OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT TRAVEL POLICY AND REPLACING THE EXISTING POLICY WITH A REVISED TRAVEL POLICY; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS,** The City of Copperas Cove was last updated this ordinance since May 06, 2014; and

**WHEREAS,** City staff recognizes the need for periodic updates to the Travel Policy for reporting and accountability measures and for budget management purposes; and

**WHEREAS,** the Travel Policy will establish new guidelines for Travel for all City Council and City employees to utilize when requesting permission to travel or attend training; and

**WHEREAS,** the Travel Policy establishes a system and process for administrative purposes for the City of Copperas Cove City Council and staff.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS:**

**Section 1.**

That the Travel Policy dated May 06, 2014, hereinafter set forth and included with this Ordinance as Exhibit "A" is hereby amended by repealing the current Travel Policy and replacing the existing Travel Policy with a revised Travel Policy, correctly shown by the attached Exhibit "B";

**Section 2.**

That any additions, deletions or other amendments to the Travel Policy shall be made in a manner similar to process by which this manual is originally approved and only after compliance with the Texas Open Meetings Act and approved by the City Council of the City of Copperas Cove.

**Section 3.**

That should any section, clause, or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the city as a whole or any part thereof, other than the part so declared to be invalid.

**Section 4.**

That any outstanding Travel Policies other than Exhibit "A" either in the form of a manual or otherwise written or oral in nature, are hereby rescinded and are no longer of any force and effect.

**Section 5.**

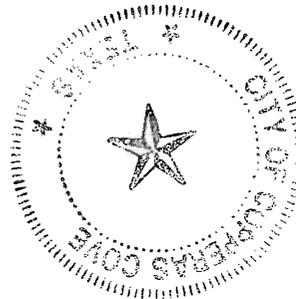
That this ordinance shall be effective June 7, 2016.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE. TEXAS**, this 7th day of June 2016, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.

  
Frank Seffrod, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Mariela Altott, City Secretary



**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Denton, Navarro, Rocha,  
Bernal, Hyde & Zech, P.C., City Attorney



## Travel Policy

### I. Purpose

Establish standards for travel by City Employees and City Elected Officials that provide procedures for reporting, sufficient internal controls and accountability measures for budget management purposes.

### II. Definitions

*Authorized Leave:* Non-routine absence from the daily work environment which requires specified department and/or City Administration authorization.

*Business Travel:* Travel for City-related business meetings and functions to include the following:

- Business meetings
- Certification testing
- Delivery or pick up of evidence, vehicles, equipment, parts or other supplies

*Check Request:* Required Finance Department standard form utilized to request payment of funds for City authorized expenses.

*Designated Local Travel:* Business or training travel that will occur within the Waco/Austin area (approximately 60 miles either direction of the City of Copperas Cove City limit boundary).

*Distant Travel:* Travel to a location outside the designated local travel area.

*Elected Official:* Consist of the Mayor and seven Council members as per section 2.01 of the Copperas Cove City Charter.

*Expense Report:* A post travel report required for reimbursement of expenses paid by traveler and all travel which advance payment, payment by purchasing card and/or purchase order is issued.

*GSA:* General Services Administration as defined by the United States Government.

*Guest Traveler:* A non-City employee or elected official accompanying an authorized City traveler.

*Least Cost Method:* A strategy for minimizing the travel cost associated with all business/training travel. The method or mode of travel generating the least cost to the City.

*Mixed Use Travel:* Travel that includes both a business and personal segment.

*Out-of-State Travel:* Travel for City-related purposes which require travel beyond the borders of the State of Texas.

*Per Diem:* The amount allowed for advance payment or reimbursement of meal expenses for authorized travel purposes as recommended by the United States GSA.

*Purchasing Card:* A City credit card issued for payment of authorized travel expenses, goods and/or services.

*Training Travel:* Travel for training purposes with a direct benefit to the City of Copperas Cove to include the following:

- Seminars
- Conferences
- Short courses
- Educational courses
- Legislative Meetings

*Travel Advance:* A request for funds in advance of travel. Must be on the Travel Advance Form.

*Travel Authorization:* An authorization to travel for business, training and out-of-State travel purposes.

### III. Procedures for Travel

#### A. Travel Advances

1. Travel advances are only issued for pre-approved travel or for authorized travel for overnight stay.
2. Should payment prior to travel be necessary, a Travel Advance Form must be completed with the payee designated as the traveler and must include the purpose, dates and estimated amounts for advancement of funds.
3. The Travel Advance Form must indicate proper authorization by signature of required Department official and/or City Administration.
4. The Travel Advance Form must be submitted at least 20 business days in advance of travel to ensure sufficient time for processing by the Finance Department.

Exceptions to this requirement shall be approved by the City Manager or his/her designee.

5. The traveler will be held accountable to complete the required expense report upon return from the travel. Travel P-Card receipts are to be given to the Account Group Manager or the P-Card Administrator for expense reporting.

The amount provided through an advance and the date and check number for the issued advance must be recorded in the appropriate space(s) provided on the expense report form.

6. Should the advance exceed the amount of expenses reported, a reimbursement must be made to the City and attached to the expense report.

Should reimbursement not accompany the expense report, the amount due will be deducted from the next issued Travel Advance check or payroll deposit.

7. No more than one travel advance shall remain outstanding at any given time per traveler.

Exceptions to this requirement shall be approved by the City Manager or his/her designee.

## B. Travel Authorizations

### 1. Elected Officials

Authorization for travel is obtained during an open meeting and it requires the consensus of the City Council. It is the responsibility of each individual council member to request their travel approval during the budget meetings prior to the adoption of the operating budget for each fiscal year.

No travel or training should be authorized beyond the 30th of September in an election year for elected officials who are up for re-election or are term limited.

Each fiscal year a budget of five-thousand dollars (\$5000) for the Mayor and twenty-five hundred dollars for each occupied Council Member position (\$2,500) will be included into one account as part of the annual budget adoption. Under no circumstances shall a member of the City Council request City staff contact other members of the City Council to request funding to cover additional travel/training expenses:

- Travel
- Event
- Legislative/other

## 2. City Employees

a) Require authorization by the City Manager or his/her designee for all out-of-state travel. Staff is required to utilize Time Clock Plus (TCP) to request training and provide the dates and the purpose of the training. **The only exception to this requirement is for travel by the City Manager since the Council directs the travel of the City Manager through the annual budget process.**

b) Travel in State requires the approval of immediate supervisor. It is the responsibility of the employee to request permission to attend training utilizing Time Clock Plus. **The only exception to this requirement is for travel by the City Manager since the Council directs the travel of the City Manager through the annual budget process.**

c) The request should be at least one week in advance to allow the supervisor to have enough time to make the necessary arrangements to cover any shortage of personnel in the department if applicable.

d) Funds for travel must be available for expense per the City Charter Sec. 8.01 (C) (6).

i) The City Manager reserves the right to place any travel on hold regardless of appropriation by the governing body.

ii) If a hold is placed on a travel account and/or specific travel, the funds are considered unavailable for use.

e) All travel requests are required to include the seminar name, location, and account number, total estimated cost to include registration, hotel, airfare, mileage, meals, parking, and all other miscellaneous travel expenses.

f) Travel authorization is only required for out-of-state, and travel placed on hold by the City Manager.

g) Travelers will be held accountable for completion of expense reporting.

h) Multiple outstanding expense reports per traveler are strictly prohibited under this policy.

i) Travel may not be authorized for a traveler with incomplete expense reporting.

## C. Expense Reporting

## 1. Elected Officials

Responsible for providing all original receipts immediately upon return from travel to the City Secretary's office for reporting in accordance with the requirements outlined in this policy.

## 2. City Employees

- a) All charges must be itemized per the City's most recent expense report form.
- b) An expense report must be completed for all travel within five (5) work days of the traveler's return.
- c) Under no circumstances shall alcoholic beverages be reimbursable or charged on a City issued purchasing card.
- d) All expenses for a guest traveler must be paid separately with personal funds by the authorized traveler.
  - i) The City will reimburse expenses to the extent it would have incurred for the authorized City traveler independent of the guest traveler (i.e. the single room rate for a hotel room).
  - ii) Mixed use travel by a City authorized traveler requires a separate personal form of payment for the personal use segment directly to the private entity (i.e. Hotel, airline, rental car agency, etc.).
    - (1.) Reimbursement to the City is not an available option for mixed use travel.
- e) Mileage Reimbursement expenses require mileage odometer readings to include both beginning mileage and ending mileage.
  - i) Actual mileage traveled will be reimbursed at the rate set in accordance with IRS guidelines.
  - ii) All mileage for personal use requires odometer readings and must be deducted from the mileage calculated.
- f) Overnight travel requires utilization of the least cost method (an overnight stay will generate an overall savings to the City).
- g) All travel related receipts must accompany the expense report.

Incidental expenses do not require a receipt; however, only standard rates provided in the policy will be reimbursed without a receipt. (No handwritten amounts will be accepted on receipts).

- i) Authorized Reimbursable "Tip" amounts
  - i) Hotel Bellman, \$1.00 per bag
  - ii) Hotel Valet (only if self-parking is unavailable on hotel site, \$2.00 per service)
  - iii) Room Service, non-reimbursable
  - iv) Hotel Room Cleaning Service, \$2.00 per day
  - v) Taxi, 15% of fare
  - vi) Shuttle Service, \$5.00 for each 25 miles
  - vii) Sky Cap Baggage Check, \$1.00 per bag
  - viii) Airport wheelchair, \$3
  - ix) Restaurant Wait Staff, 15% of total bill
- ii) Internet Usage
  - i) Reimbursable for City business use of the internet.
  - ii) Must include date and purpose of the use.
  - iii) If the traveler is issued City Computer equipment with Internet access to include tablets or a City air card, internet usage charges are not eligible for reimbursement.
- iii) Long Distance Phone Charges
  - i) Only reimbursable if traveler was not issued a City cell phone or receive a cell phone reimbursement.
  - ii) Phone calls may not exceed 15 minutes in duration and are limited to two calls per day for personal contact.
  - iii) Business phone calls should be reasonable and indicate the contact name and purpose of call.
- iv) Fax charges
  - i) Faxing is permitted for City business purposes only.

- ii) Charges for necessary faxing of documents are reimbursable.
  - iii) The date, purpose, fax number to which the document was sent, recipient, and number of pages must be noted on the copy of the fax confirmation.
  - iv) Receipts, if available, should be attached to the Expense Report.
- v) Copies
- i) Copying City business documents is permitted.
  - ii) Charges for necessary copies of documents are reimbursable.
  - iii) The date, purpose and number of pages must be noted on the copy of the copy receipt.
  - iv) Receipts, should be attached to the Expense Report.
- h) Rental Cars
- i) A traveler shall not pay for both taxi fares and rental car expenses during travel.
  - ii) The least cost method should be used to determine if rental is more economical when compared to other modes of transportation.
  - iii) The size of the rental car should not exceed what is reasonable or necessary for the traveler.
  - iv) Any vehicle upgrades requested or granted should be at no additional charge to the city.
  - v) There is no reimbursement on mileage for using a rental car.
  - vi) Extending the use of a rental car beyond the conference dates are at the traveler's expense.
  - vii) Purchasing additional insurance for a rental car is unnecessary and will not be reimbursed.
  - viii) Prepaid gasoline from the rental company is not reimbursable.
  - ix) The employee is responsible for filling the vehicle before returning the automobile to the vendor. This is a reimbursable expense.
  - x) Gas can be paid for with a P-card.

- x) If gas is purchased with a P-card, the original receipt will accompany the monthly P-card reconciliation report and a copy of the receipt should be submitted with the Expense Report.
  - xii) If gas is not purchased with a P-card, the original receipt for the gasoline are necessary to be included in the Expense Report.
  - xiii) Individuals receiving an auto allowance will be reimbursed for gasoline with the proper documentation when using a rental car.
  - xiv) Tollbooth charges are an allowable expense subject to reimbursement with the appropriate supporting documentation.
- i) Meals will be reimbursed based on the current per diem rates authorized by the United States GSA with the following qualifications:
- i) On day of travel, departure at 8:00 a.m. or prior is required for breakfast per diem. The only exceptions is airline travel with departure time of 9:00 a.m. or earlier.
  - ii) On day of travel, return arrival at 6:00 p.m. or later is required for dinner per diem.
  - iii) If a fee for conference meal(s) is paid by the City, the traveler shall not seek a per diem for that meal.
  - iv) If a meal is paid for by a vendor or other representative, the traveler shall not seek a per diem for that meal. (Please see City Personnel Policy # 435 for further information on vendor paid meals)
  - v) A breakfast buffet or continental breakfast provided by the traveler's hotel does not disqualify the traveler from seeking the authorized per diem for that meal.
- j) Unauthorized Hotel Charges
- i) The City shall not pay or reimburse for State of Texas sales tax paid for a hotel stay regardless of purpose.  
  
*The City is tax exempt; therefore, a tax exempt form must be provided by the traveler to the hotel at time of check in or the traveler may request the Finance Department fax a tax exempt form to the hotel prior to the stay or during the stay.*
  - ii) The City is not exempt from Hotel Occupancy Tax.
  - iii) Room service (to include the trip) shall be subject to the per diem rate and shall not be charged to the hotel stay.

iv) Once reservations are made, any changes, cancellations, or no-show charges made for personal reasons are at the traveler's expense.

k) Authorized Airfare Charges

i) Only coach fares shall be paid or reimbursed on behalf of the authorized traveler for authorized travel.

*Should a fare upgrade be requested, the traveler shall be required to pay or reimburse the City for the difference in the coach fare and the upgraded fare.*

ii) Airfare shall be purchased at the earliest date possible to ensure the lowest fare.

*Should airfare be purchased late due to negligence of the traveler, the City may require reimbursement of the fare difference.*

iii) Once reservations are made, any changes, cancellations, or no-show charges made for personal reasons are at the traveler's expense.

iv) Baggage Fees will be reimbursed by the City for the City traveler baggage only.

l) Non Allowable Expenses

- i) Movie rentals
- ii) Refrigerator and its contents
- iii) Video games
- iv) Laundry service
- v) Spas/Beauty salons
- vi) Exercise rooms
- vii) Tour guides
- viii) Shoe shines
- ix) Coat checks
- x) All Alcoholic beverages

Business entertainment expenses are only authorized by the City Manager.

**IV. Violations of the Policy**

Violations of the City of Copperas Cove may result in suspension of travel privileges, unpaid time off and/or disciplinary action.

**V. Policy Exceptions**

All policy exceptions shall be approved by the City Manager or his/her designee.

**VI. Appendix**

A. City of Copperas Cove Expense Report Form

B. City of Copperas Cove Travel Advance Form

**VII. Policy Adoption and Review**

The City of Copperas Cove Travel Policy is effective upon passage by the governing body. All prior policies will become invalid upon passage of the ordinance adopting the above policy. The policy must be reviewed every four years and presented for approval by the governing body. With adoption of the policy the governing body agrees to utilize the most recent version of the United States GSA Per Diem for meals and the IRS Mileage reimbursement rate.